



Texas





Entered the Union: 1845
Population (est. 1994):
 18,378,000 Rank: 2/50
Land Area (square miles):
 261,914 Rank: 2/50

State Historical Records Coordinator:
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ARCHIVES AND RECORDS PROGRAM	FINANCES 
State Archives Established: 1909 State Records Management Initiated: 1947 Archives Placement Texas State Library and Archives Commission, State Archives Division Records Management Placement Texas State Library and Archives Commission, State and Local Records Management Division	Total State Govt Expenditures (1993): \$35,111,320,000 Total Budget, Archives and Records Management (FY 1994): \$3,020,044 Percent of Total State Expenditures Allocated to Archives and Records: 0.009 % State Archives funding has decreased over last 2 years.

STAFFING		
State Government FTEs (1992): 239,702		Number of Archives/Records FTEs per 1000 State FTEs: 0.35
Archives & Records FTEs (1994): Total 83.75 Archives 22.75 Records Mgt 61		Average earnings for all full-time state employees (Oct. 1992):\$28,212 per year
		Salary ranges for entry level professionals Archivist \$20,652 Records Consultant \$28,688

HOLDINGS								
State Archives					Records Center			
Paper records	Government	31,000	cu. ft.		Paper records	Government	199,342	cu. ft.
	Nongovernment	1,000	cu. ft.			Nongovernment	0	cu. ft.
Microfilm (total no. of rolls)		3,500	rolls		Microfilm (total no. of rolls)		282,840	rolls
Photographs		500,000	items		Computer generated		4,513	reels
Films, videos, audio tapes		2,200	items		Maps, blueprints, drawings		5,762	cu. ft.
Maps, blueprints, drawings		7,000	cu. ft.					
Books, other printed		30,000	items					

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)

Individual daily visits16,661

Mail requests9,063

Telephone requests8,775

Reference activity has increased over last 2 years.

Services provided free of charge:

Use of reference room

Answers to in-state and out-of-state mail requests

E-mail for receiving/responding to requests

Commercial use of documents/photos

cont.

Arrangement and description activities (FY 1994)

Records arranged and described1,688 cu. ft.

Descriptions of holdings are provided through:

World Wide Web home page: http://link.tsl.texas.gov

Telnet: link.tsl.texas.gov

Nonelectronic finding aids available at State Archives

describe 85% of holdings at the record group and 60% at series level.

Published finding aids produced by State Archives

describe 1% of holdings at record group and <1% at series level

cont.

Access to Records in State Archives, cont.

Reference services, cont.

Services provided for a fee:

Photocopies and faxes of documents or finding aids
 Typed certified copies or exemplifications No fees have
 been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe <1%
 of holdings at record group and series level

Automated finding aids accessible remotely describe <1%
 of holdings at record group and series level.

FACILITIES



State Archives Building

(owned by Texas State Library)

Constructed: 1961

Total storage capacity: 26,000 cu. ft.

Percent now occupied: 100%

Already full to capacity

No construction planned

An additional facility owned by the TSL is used to house
 25% of total state archives holdings.

Existing environmental controls (NFPA standards):

0% year-round temperature controls

0% year-round humidity controls

100% fire detection

100% fire suppression

State Records Center

(owned by Texas State Library)

Constructed: 1972

Renovated: 1988

Total storage capacity: 393,000 cu. ft.

Percent now occupied: 53%

Will be full in 10+ years

No construction planned

Existing environmental controls (ANSI/NFPA standards):

100% year-round temperature controls

100% year-round humidity controls

100% fire detection

100% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by State and Local Records Management (FY 1994):

State agencies/number completed

Consulting hours 2,238

Training hours 3,656

Publications 2,639

Micrographics reported below

Local governments/number completed

Consulting hours 3,945

Training hours 8,519

Publications 34,751

Micrographics reported below

State agencies/number of governments served

Consulting 149

Training 70

Publications 161

Micrographics 52

Local governments/number of agencies served

Consulting 3,433

Training 1,675

Publications 6,723

Micrographics 10

State Archives has authority to accept original archival
 records from local governments



No. of local government units (1994):*


254 counties 1,066 school districts


1,173 municipalities 1,967 special districts

4,400 elected county officers

*Corrected figures provided by State Coordinator.

MICROGRAPHICS 	PRESERVATION POLICIES AND SERVICES 												
<p>Microfilming activities by State Records Management (FY 1994)</p> <table><tr><td>Source document microfilming</td><td>9,870,555</td><td>images</td></tr><tr><td>Processing</td><td>84,585</td><td>rolls</td></tr><tr><td>Duplicating</td><td>58,601</td><td>rolls</td></tr><tr><td></td><td>96,490</td><td>fiche</td></tr></table> <p>Records Management provides centralized micrographics services for state and local government agencies.</p> <p>State Archives and Records Management have experienced redox problems.</p> <p>Records Management stores security microfilm for state government agencies.</p>	Source document microfilming	9,870,555	images	Processing	84,585	rolls	Duplicating	58,601	rolls		96,490	fiche	<p>Preservation activities by State Archives (FY 1994)</p> <p>39.4 cu. ft. rehoused</p> <p>State Archives does not have a written preservation plan but does have a written disaster plan.</p> <p>State Archives has a preservation officer and but does not employ a trained, full-time conservator.</p> <p>Texas does not have a statewide preservation plan or a disaster response team.</p>
Source document microfilming	9,870,555	images											
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	96,490	fiche											

AUTOMATED APPLICATIONS																	
<p>State Archives and Records Management use automated applications for the following:</p> <table border="0"> <tr> <td>Finding aids</td><td>Accell, Microsoft Word (DOS & Apple)</td></tr> <tr> <td>Accessioning</td><td>Accell, Minaret</td></tr> <tr> <td>Inventory control</td><td>Accell, Minaret</td></tr> <tr> <td>Records scheduling</td><td>Filemaker Pro</td></tr> <tr> <td>Correspondence</td><td>Microsoft Word (DOS and Apple), electronic mail</td></tr> <tr> <td>Space management</td><td>Accell</td></tr> <tr> <td>Bookkeeping</td><td>Microsoft Excel</td></tr> <tr> <td>Publications</td><td>Pagemaker</td></tr> </table>	Finding aids	Accell, Microsoft Word (DOS & Apple)	Accessioning	Accell, Minaret	Inventory control	Accell, Minaret	Records scheduling	Filemaker Pro	Correspondence	Microsoft Word (DOS and Apple), electronic mail	Space management	Accell	Bookkeeping	Microsoft Excel	Publications	Pagemaker	<p>Electronic Mail</p> <p>State Archives and Records Management staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet through a government-wide e-mail system.</p> <p>NASIRE reports that a government-wide e-mail system is in the planning process.</p>
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ELECTRONIC RECORDS	
<p>State Archives and Records Management have an electronic records management program integrated with the regular program. State Archives and Records Management has scheduled dispositions for electronic records. State Archives and Records Management provides security storage for and has accessioned electronic records.</p>	<p>Key initiatives re: electronic records Standards and Procedures for Electronic Records of State Agencies and Local Governments adopted as administrative rules, effective March 1993. Publications developed to inform state agencies and local governments about the electronic records rules: RMD Technical Bulletin #11, revised Electronic Records chapter of the Texas State Records Management Manual, spring issue of The Local Record, and Local Government Bulletin #2, Training class "Introduction to Managing Electronic Records" revised to incorporate rules. Development of new training class on Electronic Document Imaging to inform state and local government staff about use of this new technology for recordkeeping. Publication of RMD Technical Bulletin #15 and Fall 1994 issue of The Local Record to alert state agencies and local governments to the issues that need to be considered in the management of electronic mail.</p>

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



Definition of a record

1989 statute

Includes e-mail and electronic records (definition of state records includes "other material regardless of form or characteristic," local record definition includes "electronic medium.")

Public's right to access to government records

provided in statute.

Restrictions to specific classes of records

provided, expire after 50 years for birth records, after 25 years for death records.

Permanent paper standards

Under development

Optical imaging standards

1993 regulations

Admissibility of microfilm

1989 statute

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

1989 statute

Replevin

1989 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management

No activity reported.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that the "Texas Information Highway" is being implemented.

NGA reports that Texas has developed a network of multimedia kiosks that can access information about government services in both English and Spanish. Comptroller's Office has developed a bulletin board service to assist local governments in managing computer data and accessing financial information from the state.

Texas Information Highway

<http://info.texas.gov/>

State Library

<http://link.tsl.texas.gov>

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS



Records Management information made available on-line via Texas State Electronic Library (Project Link). Examples of materials accessible through Link: local government retention schedules, administrative rules for state and local government records, library holdings of state agencies.

Confederate database on Internet

[NAGARA Clearinghouse 11:2 (Spring 1995)]

SHRAB ACTIVITIES



Planning Grant

[NAGARA Clearinghouse 11:2 (Spring 1995)]

FOR FURTHER INFORMATION



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Notes

Program elements included in Archives and Records Management budget and FTE figures:

Archives, \$642,698; Records Management, \$2,377,346; 5% of Archives funding and 45% of Records Management funding is derived from fees. In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Texas budget and personnel figures also cover

- service to local governments
- centralized micrographics,
- preservation microfilming,
- records preservation -records center

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Chris LaPlante, State Archivist, Texas State Library and Archives, Box 12927, Austin, TX 78711. Telephone: (512) 463-5480

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.